ABACUS
BUSINESS SYSTEMS

PURCHASE SALES LEDGER

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PURCHASE/SALES LEDGER

- ☆ This set of programs, written in BASIC, is designed for the small business which wants to run its sales and purchase ledgers on a computer.
- ☆ The system is unique in that it offers a complete purchase and sales ledger suite in one package.
- ☆ Four programs are incorporated in the package - Sales Ledger, Sales Reports, Purchase Ledger and Purchase Reports.
- ☆ The programs are user friendly and menu driven.
- ☆ The use of a printer is essential.
- ☆ The programs are designed for use with or without V.A.T.
- ☆ No detailed accounting knowledge is required to use the programs.
- ☆ Loading instructions are printed on the reverse side of the cassette outer cover.

SALES LEDGER

After loading the tape, the first screen to appear will ask for the date. Input the date and the main menu will appear.

MENU

1. LOAD SALES LEDGER FILE
2. SAVE SALES LEDGER FILE
3. TRANSACTIONS
4. ACCOUNT BALANCES
5. SET COMPANY DETAILS
6. ACCOUNT NUMBER ENQUIRIES
7. DETAILS OF ACCOUNTS
8. LOAD REPORTS PROGRAM

E. END RUN

If you are setting up a new company for the first time or changing over from a manual to a computerised system, the first option you must use is Option 5 - Company Details.

In the case of moving from a manual to computerised system, it is always advisable to rule off and balance your manual ledger prior to transferring the details to a computer system.

5. SET UP COMPANY DETAILS

In this routine the screen asks for the following details:

Company Name .....
Address 1 .....
2 .....
3 .....
VAT Reg No .....
Directors .....
.....
.....

Details input at this stage will print out on statements. If you do not want directors' names or VAT Reg No on your statements, type NONE in the relevant fields prior to processing. The system will ask for validation of the details.

Type Z to return to the main menu.

Having set up company header information, in the case of a new company or a company transferring from manual records to a computer, you MUST now use Option 3 to set up details of all existing customers.

3. TRANSACTIONS

In this function, a sub-menu is displayed:

1. CASH RECEIVED
2. INVOICES
3. CREDIT NOTES
4. JOURNALS
5. CORRECT ENTRY
6. NEW CUSTOMER
0. FINISH

For the new company, or the company transferring manual records onto a computer system, the first option that MUST be used is Option 6 - New Customer.

6. NEW CUSTOMER

If you have previously balanced your manual ledger, you will probably have a closing list of debtors. This can be effectively used as an input document for loading the new file. The screen will ask for the following information on each account to be entered:

ACCOUNT NUMBER
ACCOUNT NAME
ADDRESS
CREDIT LIMIT

The account number field is 4 characters long and will accept alpha/numeric reference numbers.

The credit limit field will be set by reference to your own experience with the debtor in question.

Prior to processing input information, there is a Yes/No validation routine.

1. CASH RECEIVED

This screen asks for
DATE
ACCOUNT NUMBER
CASH RECEIVED
DISCOUNT

It must be used for processing all cash to be applied against the Sales Ledger. Cash fields will accept two decimal places.

If no discount is involved, enter Zero in this field.

If by accident the wrong account number is called, enter the date and type Z in the account number field and you will return to the sub-menu.

Dates must be entered as DD/MM, i.e., 6th July = 0607.

2. INVOICES

The invoice routine asks for the following details:

DATE
ACCOUNT NUMBER
GROSS INVOICE VALUE
VAT AT STANDARD OR ZERO RATE

Prior to processing invoices, an account number must be in existence The invoice number can be numeric or alpha-numeric and the gross invoice value MUST be positive. In the case of a company using the system for the first time, use this routine to transfer your opening sales ledger balances onto the system. You can accomplish this by creating dummy invoices for the total amount of the balance outstanding from each customer. Enter each invoice using zero rate for VAT, this has the effect of creating the correct opening balance for each customer.

If the invoice to your customer has the effect of breaking the pre-set credit limit, you are given a warning on the screen.

3. CREDIT NOTES

This is a similar routine to that for invoices, the screen asks for:

DATE
ACCOUNT NUMBER
CREDIT NOTE VALUE
VAT ZERO OR STANDARD

The amount entered in "Credit Note Value" must be positive.

4. JOURNALS

This screen is used to adjust an account. You are required to enter.

DATE
ACCOUNT NUMBER
AMOUNT
DEBIT OR CREDIT

If a debit adjustment is processed to a customer account, the other side of the entry (the credit side) is stored on a journal file The same process applies to a credit adjustment.

5. CORRECT ENTRY

This option is used for amending transactions The screen will ask you which type of transaction you wish to alter:

CASH
INVOICES
CREDIT NOTES
DISCOUNT

You must then enter the exact details of the transaction you wish to alter. Remember that if a cash transaction is to be altered, the corresponding discount transaction must be changed if one exists.

1. LOAD SALES LEDGER

This facility is used to load the data tape into the computer. When the data file has been loaded, it will display the date of the loaded file together with the number of accounts and transactions. The second facility presented within this option is that of clearing down all transactions. This will remove all transaction details and create new opening balances from the old closing balances.

2. SAVE SALES LEDGER FILE

Use this facility to save details of data entered onto a data tape. To record a data tape, insert the cassette, ensure the remote lead is attached (DRAGON ONLY) and press Record/Play on the recorder.

4. ACCOUNT BALANCES

This option enables you to list on screen all the account balances on the sales ledger. The display will be in account number sequence showing the account balance (Debit or Credit). There is a screen scroll facility and a debtors total at the end of the run.

6. ACCOUNT NUMBER ENQUIRIES

A sub-menu is presented when this option is used:

1. ACCOUNT NUMBER, NAME & CREDIT LIMITS
2. AMEND INSPECT
0. FINISH

1. ACCOUNT NUMBER, NAME, CREDIT LIMITS

This option lists all accounts by account number, account name and credit limit. It lists in account number sequence and there is an automatic screen scroll facility.

2. AMEND INSERT

Access to this option is by account number. You are presented with the account details and asked which line(s) you wish to amend.

Prior to processing amendments, there is a Yes/No validation routine.

7. DETAILS OF ACCOUNT

A sub-menu is presented on this screen:

C - CONTROL ACCOUNT DETAILS
R - REQUEST ACCOUNT DETAILS

C - CONTROL ACCOUNT DETAILS

This option screen displays a full sales ledger control account showing opening balances, invoices, discounts, cash received, journal adjustments and closing balances.

R - REQUEST ACCOUNT DETAILS

In this command you are asked to input the account number for which details are required. Once input, all transaction details on the account are displayed on the screen.

8 LOAD REPORT PROGRAMS

This option allows you to load the second program in the sales ledger part of the package - Sales Reports.

It allows the following reports and listings to be produced on a line printer:

a) STATEMENTS
This option will print statements for all customers
b) CONTROL ACCOUNT
A printout of the sales ledger control account
c) DAY BOOK LISTINGS
A listing of invoices, credit notes, cash and discounts in date order
d) NAME AND ADDRESS LISTING
This option lists the closing balances and credit limits for all customers together with customer name and addresses. There is also an option for printing labels.
e) AGED DEBT ANALYSIS
An analysis in account number sequence of all aged debts
f) CREDIT LIMIT EXCEEDED
This option lists all customers who have exceeded their credit limits
g) CUSTOMER DETAILS
This provides a list of all customers in account number sequence showing closing balances and credit limits

In order to maintain an "audit trail" it is advisable after every processing session to maintain as "hard copy" day book listings, control account details and customer details.

PURCHASE LEDGER

Unlike the sales ledger where company details must be set up prior to using the system, the purchase ledger require no setting up procedure and on an initial run, you move from the main menu straight to function 3 - Transactions.

MENU

1. LOAD PURCHASE LEDGER FILE
2. SAVE PURCHASE LEDGER FILE
3. TRANSACTIONS
4. ACCOUNT BALANCES
5. ACCOUNT NUMBER ENQUIRIES
6. DETAILS OF ACCOUNTS
7. LOAD REPORTS PROGRAM
E. END RUN

As most of the menu options are similar to the options provided on the sales ledger, it is only necessary to give description of the Transactions and Report Program facilities.

3. TRANSACTIONS

This function has a sub-menu, the functions of which are as follows:

a) CASH PAYMENTS
Enter the date (DD/MM). The account number used must already exist and can be up to four characters in length.
The amount entered must be a positive figure.
Press Z to return to the menu.

b) INVOICES
Enter date (DD/MM) account number, invoice number and amount.
VAT can be at zero or standard rate.

c) CREDIT NOTES
Enter date, account number and amount. The amount must be positive.

d) JOURNALS
As with the sales ledger, this facility is used to adjust entries. Enter date, account number, amount and debit or credit (D or C). The other side of the adjusting entry will be held on the journal file and displayed on the purchase ledger control account.

e) CORRECT ENTRY
Use this option to amend transactions. You must enter exact details of the transaction to be changed.

f) NEW SUPPLIER
This option is used every time you set up a new supplier. The account name can be a maximum of 14 characters.

7. LOAD REPORTS PROGRAM

This program allows the following reports and listings to be produced on a line printer.

a) REMITTANCE ADVICE NOTES
This option prints out remittance advice notes for all accounts on file.

b) CONTROL ACCOUNT
A full purchase ledger control showing opening balance purchases, cash payments, discounts, journal adjustments and closing balances.

c) DAY BOOK LISTINGS
Transaction listings in date order of invoices, credit notes, cash and discounts.

d) NAME AND ADDRESS LISTING
This option lists the closing balance, credit limit and name and address of all suppliers. There is also an option to print supplier labels.

f) CREDIT LIMIT EXCEEDED
An analysis of suppliers whose credit limit has been exceeded.

g) SUPPLIER DETAILS
This option lists all supplier closing balances and credit limits.

As with the sales ledger it is advisable after every processing session to maintain "hard copy" of day book listings, control account details and supplier details in order to maintain an "audit trail".

OTHER CASSETTE PROGRAMS IN THE ABACUS BUSINESS SERIES ARE:-

	SHARP	BBC	DRAGON	COMMODORE 64	AMSTRAD	MSX
PAYROLL	●	●	●	●	★	☆
STOCK CONTROL	●	●	●	●	★	☆
PURCHASE/SALES LEDGER	●	●	●	●	★	☆
CASH FORECASTER & PLANNER	●	●	●	●	★	☆
NON VAT ACCOUNTS	●	●	●	●	★	☆
MAILING LIST	●	●	●	●	★	☆
DATABASE	●	●	●	●	★	☆

● EX STOCK ★ AMSTRAD AVAILABLE FROM NOV 1ST 1984 ☆ MSX - APPLY TO ABACUS FOR DETAILS OF AVAILABILITY

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